

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



PUBLIC HEALTH SANITARIAN

Salary Range: \$37,297.00 - \$50,349.00 YEARLY

POSITION

Vacancy is in the Environmental Health Division of the Health and Human Services Department. Under general supervision, participates in routine inspection and regulation activities of general environmental sanitation. Conducts environmental investigations of public health activities. Investigates complaints and takes necessary action. **Inspects dwellings, rooming units and other buildings for sanitation and safety hazards.** Assists in the preparation of division-related projects and other public health-related educational initiatives. Maintains statistical records of all program activities and prepares reports and correspondence. Performs related work as required. Hours of work for this position are 37.5 per week.

QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in the biological sciences with focus in public health, sanitary engineering, or a closely-related field, supplemented by courses at the postgraduate level in public health. Two years of responsible experience in the field of sanitation inspection and environmental health. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid driver's license is required. **A COPY OF YOUR DRIVER'S LICENSE MUST BE SUBMITTED WITH THE APPLICATION.**

EXAMINATION

Open to all applicants who possess the above qualifications. The examination will consist of a rating of your training and experience as described on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including ratings and tests, will be related to the requirements of the position. The examination will be designed to measure: Knowledge of the laws, rules and regulations pertaining to municipal environmental sanitation; Knowledge of modern methods, principles and practices, and techniques of public health sanitation; Knowledge of rodent control and prevention; Ability to enforce regulatory provisions firmly and objectively; Ability to obtain the cooperation of the general public in establishing optimum standards of sanitation in the interest of public health; Ability to express oneself clearly and concisely, both orally and in writing. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, a background check and serve 3-12 months of probation. This examination is subject to all Federal, State and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2398
Issued: 12/6/2006

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to

DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.

**CITY OF HARTFORD
RESIDENCY AFFIDAVIT**

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, “DOMICILED” is defined to be “that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: THE APPLICANT BEARS THE BURDEN TO SHOW LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.